

**City of Burlington Housing Authority
Riverview Manor**

May 1, 2013

A special meeting was held on May 1, 2013, 6:30 P.M. at the City of Burlington Housing Authority, Riverview Manor. Commissioners present were Chairman Lapp, Vice-Chairman Stubley, Secretary Heck, Commissioners Stoehr and Iselin. Also present was Resident Manager Henning, her assistant, Debra Ratkowski arrived later for the discussion of the MPR program.

The board members received copies of the letter from Rural Development USDA informing Riverview Manor that the pre-application received has been selected for further processing if RVM is interested in continuing with "Application for Federal Assistance", SF 424. The completed SF424 must be received no later than June 8, 2013. An updated CNA must also be completed and submitted. Manager Henning will contact Greg Benz who did the previous CNA for a cost of an updated assessment. Manager Henning agreed to continue on a part-time basis to facilitate work on the application.

The board members further discussed the manager position and recommended advertising for it. There has been several contacts regarding the position including interest by the current manager assistant. Applicants will be contacted and interviews will be scheduled on a timely basis considering time is of the essence.

There being no other business, meeting adjourned at 7:10 P.M.



Ralph Heck, Secretary